

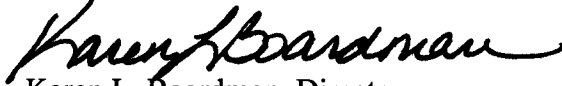


Department of Energy
National Nuclear Security Administration
Service Center
P. O. Box 5400
Albuquerque, NM 87185



SEP 25 2007

MEMORANDUM FOR: Mary Ann Fresco, Diversity & Outreach Manager, NA-61, HQ

FROM: 
Karen L. Boardman, Director

SUBJECT: Transmittal of the FY 2007 Annual Report - Executive Order
13171 on Hispanic Employment

Attached is the NNSA 2007 Annual Report on Hispanic Employment. The report highlights corporate accomplishments developed and implemented by NNSA HQ (including the Office of Secure Transportation), the eight Site Offices, and the Service Center.

If you have any questions regarding this report, please call Yolanda Girón or Debbie Parrish at (505) 845-5517.

Attachment

cc w/attachment:

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U.S. Department of Energy
National Nuclear Security Administration
2007 Report to the President
to Implement Executive Order 13171
for Hispanic Employment

DOE Program Office/Site: _____ National Nuclear Security Administration

Human Resources Director: _____ Raymond F. Greenberg

Diversity and Outreach Manager: _____ Mary Ann Fresco

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Date of Submission: _____ September 24, 2007

Site Official Name: _____ Thomas D'Agostino, Administrator

The National Nuclear Security Administration (NNSA) is comprised of Headquarters, eight Site Offices, Office of Secure Transportation (OST), and one integrated Service Center, separately organized under the U.S. Department of Energy. Following is a report on DOE/NNSA activities and progress in addressing Hispanic representation in the workforce.

The total number of permanent employees at the NNSA was 2,507 at the end of FY 2006 and 2,561 in FY 2007. Hispanics made up 17 percent (429 employees) in FY 2006, which exceeds the Civilian Labor Force Population.

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A. Community Outreach

- The NNSA is involved in numerous outreach activities and academic partnerships providing in-kind contributions and grants to educational institutions of higher learning, including participating in science fairs, the Business Professionals of America annual competitions, the Hispanic Youth Symposium, and tutoring at local elementary schools.

- NNSA's Office of Diversity and Outreach has successfully established collaborations for developing scientific curricula with twenty-seven minority-serving institutions of higher education. The collaborations help promote NNSA's mission and workforce development while increasing student interest in science, technology, engineering and math.
- In fiscal year 2007, the Office of Human Capital Management Services (OHCMS) participated, with city, state and Federal agencies in several recruitment fairs in New Mexico, including the University of New Mexico, New Mexico State University, and Central Community College of New Mexico recruitment fairs. The purpose of these recruitment fairs is to create an awareness of career opportunities available within the Federal government, educate prospective candidates on how to identify employment opportunities, and educate them in the Federal government application process.
- The OHCMS also participated in the Public Service Career Showcase, (sponsored by the Office of Personnel Management), the New Mexico Consortium of Career Educators, the Employers Public Service Career Showcase, and Departmental EEO and HR Conferences held in Albuquerque, New Mexico and in Washington, DC.
- The Human Resource Manager was invited to serve as a panel member for the Professional Council of Federal Scientists and Engineers in San Francisco, California. The Council is comprised of key scientific and engineering managers, human resource officers, and officials from the Office of Personnel Management who serve as an advisory group and provide a forum for open discussion between Federal agencies in promoting tools and practices aimed at attracting and maintaining the highest caliber of professionalism in Federal scientists and engineers.
- NNSA supported attendance of NNSA employees at community-based training such as the Annual EEO Diversity Training & Awareness Seminar, and the EEOC Albuquerque Training Seminar.
- On an annual basis, the Hispanic Employment Program celebrates Hispanic Heritage Month with various activities. Speakers are brought from the community to provide training and information to all NNSA employees. The keynote speaker was former Albuquerque newscaster, Monica Armenta, who spoke on "Making a Positive Impact on American Society."
- As part of community outreach efforts, NNSA welcomes roundtable discussions with minority organizations such as Image, Inc., National Organization of Mexican American Rights (NOMAR), and the New Mexico EEO and Diversity Council, to strategize on recruitment and training initiatives that benefit the community at large. Employees from NNSA are active Board and Council members, providing a unique opportunity for NNSA to have open

and continuous communication with these organizations, as well as personal and professional development.

B. Recruitment

- The NNSA Future Leaders Program (FLP) was established in 2005. The NNSA has 81 participants hired under the FLP since its inception. The objective of the program is to develop entry-level candidates with degrees in engineering, the physical science or business disciplines. This last year yielded 24 new hires, of which Hispanics represent 17%. Thirty two new positions, all developmental in nature, are anticipated for FY 2008 under the FLP. The NNSA has been successful in using the FLP as an important recruitment tool to address current and projected skills gaps identified in the succession planning process.
- In FY 2007, the NNSA Student Career Experience Program (SCEP) acquired 15 new employees, of which Hispanics represent 60%. The Student Educational Employment Program provides Federal employment opportunities to students who are enrolled, or accepted for enrollment, as degree-seeking students taking at least a half-time academic, technical, or a vocational course load in an accredited high school, technical, vocational, two- or four-year college, university, graduate or professional school.

The Learning and Career Development Department (LCDD), a department under the NNSA Service Center's Office of Human Capital Management, has a SCEP guidebook in place which outlines the training requirements for this program. As the students are hired, the LCDD coordinates with the OHCMS' HR consultant, students and supervisors to offer training opportunities and educational tuition assistance. Each training opportunity must meet the competencies and/or qualifications necessary for the student's targeted position. The length of the program is dependent on various elements, e.g., the grade level of the student, the target position grade level, and the length of time the student needs to complete their required training.

The Student Education Employment Program benefits both the agency and the students. The agency hires educated graduates into their workforce, while at the same time provides managers with an opportunity to evaluate the student's performance in work situations. Students benefit by gaining year-round employment, having flexible work schedules and assignments, and gaining exposure to public service employment.

- Job announcements were published to all two- and four-year colleges and universities and vocational-technical institutions, the Department of Labor, Veterans Administration, Division of Vocational Rehabilitation, Special Emphasis Program Diversity Council, and to Special Emphasis Program Managers. Information meetings were also held with the career services staff of the University of New Mexico, Central New Mexico Community College, University of Phoenix, and the National American University job placement coordinator. Partnerships involving the use of cooperative education programs also include the College of Santa Fe, Highlands University, University of Phoenix, and the National American University for our SCEP and Student Temporary Employment Program. It is anticipated that 13 new SCEPs will be hired in FY 2008, utilizing the same recruitment methods, to ensure a diverse group of students can be hired for this program.
- Special Emphasis Program Managers (SEPM's) and EEO Diversity Council members actively participated in the development of the FY 2007 Future Leaders Program recruitment plan, targeting colleges and universities most likely to result in a diverse applicant pool. Program Managers accompanied Office of Human Capital Management Services on recruitment trips during the FLP recruitment initiative to provide information on the NNSA and specific job requirements. The SEPMs also participated in interview sessions with the students. The partnership between the Office of Human Capital Management Services and EEO officials is important and will continue in future recruitment efforts.
- Recruitment for the NNSA's Future Leaders Program utilizes advertisements on automated college recruitment systems to promote job opportunities within the NNSA. These provide wide distribution to diverse groups at colleges and universities. On a case-by-case basis, the NNSA has also utilized paid advertising in recruitment efforts for difficult to fill, highly specialized technical positions.
- The Office of Secure Transportation regularly advertises job opportunities for Nuclear Material Couriers. The typical media used most often involves input into technical journal websites or distribution of flyers. These sites include the Hispanic American Police Command Officers Association, the National Latino Peace Officers Association, and Women in Federal Law Enforcement. Paid advertising was also used for recruitment for positions in the Office of Business Services at the Service Center and the Sandia Site Office in Albuquerque, New Mexico. The current Federal Agent Candidate Class for Nuclear Material Couriers has 40 participants, of which Hispanics represent 15%.

C. Career Development

- The Department, through the Chief Human Capital Officer, is encouraging agency managers to consider establishing and recruiting for developmental positions in order to support workforce and succession planning initiatives. From an operational level, the Human Resources Consultants provide technical advice and council to NNSA managers in exploring options to establish new, or restructure recently vacated senior level positions, to provide developmental opportunities. Other programs, such as upward mobility and career ladder opportunities, are considered viable recruitment and placement strategies and customers are encouraged to pursue the use of these tools.
- Employees hired under the Future Leaders Program are also placed on Individual Development Plans that outline developmental work assignments, projected training opportunities, and rotational assignments or details. Employees under this program receive close monitoring, guidance, and mentoring by senior program officials, technical engineers and scientists relative to their Federal careers. Additional mentoring and career development programs are being explored and formalized on a continuous basis by the NNSA training department.
- The Mid-level Leadership Development Program (MLDP) was announced in March 2006. The MLDP is NNSA's succession planning approach to ensure that NNSA has a pool of diverse and qualified personnel prepared to assume leadership roles in the organization. The objective of the program is to help develop the selected participants' leadership competencies to prepare them to meet the leadership challenges of tomorrow. The MLDP is a training program designed to provide leadership training to high potential, non-supervisory employees, in grades 12-14 and excepted service pay bands III or IV. There were a total of 20 employees selected for the program, of which 45% were Hispanic employees. The MLDP does not guarantee career advancement or career change without competition; however, the program may increase the skills of the individual and could result in additional career development opportunities.

D. Accountability

- The NNSA provided an annual EEO and Diversity update to the eight Site Offices, the Service Center and the Office of Secure Transportation. In addition, training on generational differences was provided to all HQ program offices, all Future Leaders Program participants, and the Service Center leadership.